



JOB DESCRIPTION

POSITION TITLE: Wastewater System Foreman (Non-Exempt)

REPORTS TO: Wastewater Superintendent

JOB SUMMARY:

Responsible for supervisory and skilled work in the installation, maintenance and construction of wastewater systems, services and mains.

ESSENTIAL JOB FUNCTIONS:

- Supervises and performs skilled work in wastewater installation, maintenance and construction, utilizing tools and equipment such as backhoe, tapping machine, dump truck, front end loader and related equipment.
- Assists the supervisor in plans and recommendations for expansion of the system. Assists the superintendent in planning and scheduling construction and maintenance projects in wastewater.
- Keeps track of the wastewater systems and reports status to the superintendent.
- Supervises the operation and operates light maintenance and construction equipment. Operate heavier equipment on an occasional basis.
- Supervises and participates in the maintenance of broken water mains. Installs sewer taps and clean outs. Assists customers with sewer backup problems and in locating sewer mains.
- Performs installation and maintenance of wastewater mains. Performs preventative maintenance on lines and equipment.
- Performs maintenance on Lift Stations and maintain and keep records on run times of pumps.
- Operates power saws and other related construction equipment.
- Ensures grease management procedure is adhered to.
- Treats the public and other employees in a respectful and courteous manner.
- Adheres to and enforces safe work practices and follows safety policies and rules.
- Complies with all Personnel Policies and department regulations.
- Performs other duties as required.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of all tools and equipment used in utilities maintenance work.
- Knowledge of the occupational hazards and safety precautions applicable to laboring work.
 - Knowledge of types of pipe and materials used in wastewater systems.
 - Ability to operate light trucks, tractors and heavy construction equipment.
 - Ability to establish and maintain effective working relationships with others.
 - Ability to understand and follow instructions.

- Supervisory skills.
- Mechanical aptitude.
- Must be able to perform overtime as needed.

EDUCATION AND EXPERIENCE:

- Individual must be a high school graduate (or equivalent).
- Minimum of four (4) years' experience in wastewater collection systems. The position generally requires five years' experience in progressive responsibilities.
- The individual will be self-motivated and possess the ability to interface with customers and internal personnel using good verbal and written communication skills.
- The individual will possess computer software knowledge.
- The individual will possess demonstrable skills and be a team player.
- The individual must possess and maintain a valid Georgia driver's license.

ESSENTIAL PHYSICAL SKILLS:

- Physical strength and agility to perform heavy manual labor.
- The physical requirements of the job require the ability to lift 50 pounds and on those occasions where lifting requirements may be higher, employee is required to notify supervisor of the need for assistance.
- Able to operate a motor vehicle and automotive equipment.
- Good eyesight.
- Requires standing, bending walking, crawling and kneeling. Also requires climbing onto large equipment.

ENVIRONMENTAL CONDITIONS:

- Exposure to various weather conditions, noise, fumes, and disagreeable odors.
- At times, works below ground level.

If interested, please send resume by one of the methods below:

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500 Anthoine St
Fort Valley GA 31030

FAX: 478-825-7704

Open until filled

EOE/Drug Free/Smoke Free Environment